

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY**  
**BOARD MEETING**

**September 25, 2014**

**PRESENT:** Tom Diedrick, Lisa Van Donsel, Barbara Robinson, Beth Relich, Larry Epstein, Marvin Rucker, Pat Hickey, Keith Pamperin, Melanie Maczka.

**EXCUSED:** Joanie Swigert, Lori Rasmussen, Steve Daniels.

**ALSO PRESENT:** Devon Christianson, Debra Bowers, Christel Giesen, Guadalupe Mercado, Kinsey Black, Barbara Michaels, Laurie Ropson, Mary Shlautman, AmiJo Micokey, Tina Brunner, Terri Bradford, Denise Misovec, Tina Whetung, Tania Spofford, Steve Hansen.

The meeting was called to order by Mr. Diedrick at 8:34 a.m.

**PLEDGE OF ALLEGIANCE.**

**INTRODUCTIONS:** Introductions were made by those present.

**ADOPTION OF AGENDA:** Mr. Epstein/ Mr. Rucker moved to adopt the agenda. **MOTION CARRIED.**

**APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF AUG. 28, 2014:**

The Board came to an agreement of forwarding corrections in the Board minutes to Office Assistant, Guadalupe Mercado, from now on, instead of having a discussion at the Board meeting if the corrections are simple typos. They also appreciate the more concise and summarized version of the minutes.

Ms. Van Donsel/ Ms. Hickey moved to approve the minutes of the regular meeting of August 28, 2014. **MOTION CARRIED.**

**COMMENTS FROM THE PUBLIC:** None.

**FINANCE REPORT:**

**A. REVIEW AND APPROVAL OF AUGUST 2014 FINANCE REPORT:**

Ms. Bowers referred to the August 2014 Financial Highlights and ADRC Summary Report to demonstrate the expenses and revenues for the month of August.

Mr. Pamperin/ Ms. Relich moved to approve and place on file the August 2014 Financial Report. **MOTION CARRIED.**

**B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS:**

There were no restricted donations in August 2014. Ms. Bowers referred to the Donations Memorial/ Restricted hand out to show the expenses that occurred from the restricted donations. The funds went to buy a cabinet to properly lock and charge iPads and Polycom phones, a mail organizer, and an outdoor dining set next to the ADRC garden.

Ms. Hickey/ Ms. Maczka moved to approve Restricted Donations Report. **MOTION CARRIED.**

**REPORT OF THE NOMINATIONS AND HUMAN RESOURCE COMMITTEE:**

The Human Resource and Nominations Committee met prior to the full Board meeting to discuss the request for a Benefit Assistant and a Long Term Care Information and Assistance Specialist.

- The Long Term Care Information and Assistance Specialist will help with the need for more staff to keep the same level of contact and access for consumers to public benefits and private pay resources.
- The Benefit Assistant position will have background knowledge on Long Term Care Medicaid and will be a support for the current I&A unit to expedite Long Term Care Medicaid applications.

Mr. Pamperin/ Mr. Epstein moved to approve the positions as approved by the Human Resource and Nominations Committee. **MOTION CARRIED.**

Mr. Diedrick asked for suggestions on filling the open Board positions for 2015. There is one position open for someone 60 or older and one position open for someone with a physical disability. These descriptions will be posted on the ADRC website and Community Connect email list serve.

#### **PREVENTION REPORT:**

Ms. Michaels began her presentation by referring to the Prevention Update handout, provided in the Board packet, to show the new, upcoming, and current events. Ms. Michaels highlighted the new Lighten Up program which is meant for adults that are currently experiencing depression. Lighten up is an eight week workshop lasting an hour and a half for eight weeks. There are currently about 40 volunteers that support prevention programs and make them possible.

Ms. Christianson recognized Ms. Michaels and her volunteers for the great work and diversity of programs created over the past couple of years.

#### **NEIGHBOR CARE PROJECT:**

The Neighbor Care Project's goal is to ensure all seniors feel valued, empowered, and connected with their community. Ms. Spofford is the new Neighbor Care Coordinator and has met with Ms. Christianson and Jeremy Slusarek to plan work with Denmark Community. Neighbor Care is a three county initiative including Brown, Outagamie, and Winnebago that will run from 2014-2016.

#### **DIRECTOR'S REPORT:**

##### **A. UPATE BOARD REQUEST TO USE FUND BALANCE FOR COLA OR MERIT:**

A 1% merit raise was approved in the ADRC 2014 budget pending the financial state of the ADRC. The ADRC will move forward with the merit opportunity as planned as the ADRC's financial position is positive going into the 4<sup>th</sup> quarter of 2014. This issue was discussed at the Human Resource and Nominations Committee. The County Executive Budget for 2015 included a 1% cost of living and a 1% merit raise.

##### **B. UPDATE ON ENROLLMENT COUNSELORS TEAM**

Ms. Schlautman updated the Board on the new Limited Term Employees. The Enrollment Counselors will start October 13 and the Enrollment Clerk will start on October 6. Ms. Christianson is incredibly grateful to the County Executive and the County for the opportunity to use the Northern Building's second floor as a satellite office to accommodate our growing staff.

##### **C. UPDATE ON FUND BALANCE DRAFT PLAN**

Ms. Christianson will bring a draft Fund Balance Plan to the Board in October after she is able to meet with the Finance Coordinator and County Executive and review the principles of the plan.

**D. UPDATE ON BROWN COUNTY TRANSPORTATION**

Mr. Hansen announced the American Red Cross Vision for 2017. The Red Cross plans to focus on its core programs of Emergency and Blood Services. This return to core programs results in the Red Cross discontinuing their transportation program in Brown County. The Brown County transportation program has been valued and appreciated for the past 50 years and this has been a difficult decision for their organization. The Red Cross intends to transition their services to another organization in the next 9 months. The program will be completely transitioned by June of 2015. Mr. Hansen made it clear that this was not a financial decision and they will work closely with the ADRC to make the transition as smooth as possible for consumers.

**FAMILY CARE UPDATE**

**A. STATE CALLS TO ADRC IN PREPARATION/RFP**

Care Wisconsin and Lakeland Care District were awarded pre-certification contracts as the Managed Care Organizations for Family Care in the 7 Northeast Wisconsin Region #13. Brown County residents will have a choice between those two managed care organizations or IRIS. Ms. Christianson and our local planning teams will met with these managed care organizations and will report back with any updates.

**LEGISLATIVE UPDATE:**

Ms. Ropson reported that the voter ID for seniors has been updated and details will be available on the ADRC website as well as the Brown County Website.

**ANNOUNCEMENT:** none.

**NEXT MEETING – Thursday, October 23, 2014.** - The next regularly scheduled Board of Director's Meeting will be at 8:30 a.m. on October 23<sup>rd</sup> at the Aging and Disability Resource Center.

**ADJOURN** Ms. Hickey/ Ms. Robinson moved to adjourn the meeting. **MOTION CARRIED.**  
Meeting adjourned at 10:06 a.m.

Respectfully submitted

Guadalupe Mercado, Office Assistant